

Date	3-28-13	Time	9:30-11:00
Title of Meeting	School Module Workgroup		

Attendees	<ul style="list-style-type: none"> • Janet Boyett – School Nurse, Shoreline School District • Linda Condit – School Nurse, Shoreline School District • Becky Droter-Ellis – Spokane Regional Health Dept Immunization Outreach and Vaccine Accountability • Gail Ann Fast – School Nurse Corps Administrators • Gini Gobeske – Tacoma Pierce County Health Department • Mary Newell – School Nurse, Kent School District • Cheryl Sampson – SNOW; Central Valley School District • Les Stahlnecker – School Nurse Corps Administrator • Sandie Tracy – School Nurse, North Shore School District • Jan Wisner – School Nurse, Bellingham School District 	DOH Office of Immunization and Child Profile staff: <ul style="list-style-type: none"> • Chrystal Averette • Pat deHart • Chris Halsell • Trang Kuss • Jeff Wise
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Topic	Discussion	For Action/Follow-Up
School Module Talking Points	<p>Talking points were developed so everyone can use them in our conversations with other school staff, administrators, Department of Health (DOH) staff, and others to better explain the benefits of the system. We all need to better understand and be consistent when we talk about the module. Everyone reviewed the document (www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx). The following input was provided:</p> <ul style="list-style-type: none"> • Include a statement that the goal is to have the School Module as an alternative to Student Information Systems (SIS). • Revise the first bullet to clarify student rosters. • Need to separate the two different messages in the first bullet (Link existing patient records with school rosters, to reduce the need to enter all immunization records for incoming students). • Question: can/will school staff enter new students? Answer: DOH staff hopes to work with OSPI to load up school information for all students in the 	Chris and Trang will update the talking points.

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	<p>Immunization Information System (IIS). There may be a few students not in the IIS because they recently moved to WA State that schools may need to add in the IIS. We still need to further develop this future enhancement.</p> <ul style="list-style-type: none"> • Question: in the future, is it possible to upload immunizations from the SIS to the IIS? Answer: Dept. of Health staff continues to get this question from many school staff. One problem with this is parent reported immunizations in the SIS contaminating the provider verified immunizations in the IIS. We will continue to discuss this question as we work through policy decisions. • Workgroup members had a brief discussion about the immunization status reporting deadline and if the date should be changed from November 1. 	
<p>Discuss Workgroup Members Playing in the Test System</p>	<p>Workgroup members agreed to “play” or explore the School Module in the IIS development and test site in April. The goal is to have workgroup members and other key school personnel get to know the module better and to give us input into changes/future enhancements. It is preferable to have users who already have an account set up in the IIS, but Chris can create new accounts also.</p> <p>Chris provided the timeline (can be found here www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx):</p> <ul style="list-style-type: none"> • By April 1: send name and username to Chris (used to look up students’ immunizations in the IIS) • Week of April 1: Chris sets up everyone’s accounts • Week of April 8: Chris/Trang send instructions and feedback questionnaire to all participants • Week of April 15: everyone explores the module • By April 22: send feedback to Trang • April 25: workgroup meeting and we discuss the exploration experience 	<p>Send name and other staff name and current username to Chris by Monday, 4/1/13</p>
<p>Other Agenda Items</p>	<ul style="list-style-type: none"> • An article about the benefits of using the IIS and a survey of how other states use their IIS appeared in the March Journal <i>National Association of School</i> 	

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	<p><i>Nurse</i>. A copy of the article can be found here: www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolModuleWorkgroup.aspx</p> <ul style="list-style-type: none"> • How best to get buy-in from school district administration <ul style="list-style-type: none"> ○ Jeff and Chris recently talked to an assistant superintendent from Yakima. The superintendent requested an electronic data transfer from the IIS to Skyward to reduce data entry for his staff. Jeff and Chris discussed the future availability of the School Module that would help schools to reduce data entry. ○ Workgroup members discussed when and how to get administrators involved. Should we invite administrators to our meeting? Are we at that point yet or should this be sometime in the future? ○ It's probably not the best time to invite an administrator to our workgroup meetings. We are still doing a lot of detailed work to roll out the module. ○ We decided that DOH staff could attend a superintendent meeting in the future and give solid benefits of the School Module. This future meeting would occur when the module is ready to be rolled out. The WA Association of School Administrators (http://www.wasasoly.org//AM/Template.cfm?Section=Home) would be a good place to start. ○ Principals may not be the best group to approach since they focus more on school building activities and not necessarily the school system. ○ DOH staff should consider inviting an IT person to join the workgroup since they may have specific ideas about the technology. 	

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Wrap-Up	<p>Assignment for next meeting</p> <ul style="list-style-type: none">• Explore the School Module after Chris sets up all the accounts and sends instructions. <p>Next meeting: Thurs, April 25 from 9:30 AM - 11 AM</p>	